

## TITLE COMPANIES

COMPANY NAME: \_\_\_\_\_ NAIC Company Code: \_\_\_\_\_

Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

REQUIRED FILINGS IN THE STATE OF: New Mexico Filings Made During the Year 2026

(1) Checklist	(2) Line #	(3) REQUIRED FILING FOR THE ABOVE STATE	(4) NUMBER OF COPIES*		(5) DUE DATE	(6) FORM SOURCE* *	(7) APPLICABLE NOTES		
			Domestic      Foreign						
			State	NAIC	State				
<b>I. NAIC FINANCIAL STATEMENTS</b>									
1	Annual Statement (8 1/2" x 14")		EO		3/1	NAIC			
1.1	Printed Investment Schedule detail (Pages E01-E30)		EO	xxx	3/1	NAIC			
2	Quarterly Financial Statement (8 1/2" x 14")		EO		5/15, 8/15, 11/15	NAIC			
<b>II. NAIC SUPPLEMENTS</b>									
11	Actuarial Opinion		EO		3/1	Company			
12	Investment Risk Interrogatories		EO		4/1	NAIC			
13	Management Discussion & Analysis		EO		4/1	Company			
14	Schedule SIS		N/A	N/A	3/1	NAIC			
15	Supplemental Compensation Exhibit		N/A	N/A	3/1	NAIC			
16	Supplemental Schedule of Business Written By Agency		N/A		4/1	NAIC			
<b>III. ELECTRONIC FILING REQUIREMENTS</b>									
61	Annual Statement Electronic Filing	xxx	EO	xxx	3/1	NAIC			
62	March .PDF Filing	xxx	EO	xxx	3/1	NAIC			
63	Supplemental Electronic Filing	xxx	EO	xxx	4/1	NAIC			
64	Supplemental .PDF Filing	xxx	EO	xxx	4/1	NAIC			
65	Quarterly Statement Electronic Filing	xxx	EO	xxx	5/15, 8/15, 11/15	NAIC			
66	Quarterly .PDF Filing	xxx	EO	xxx	5/15, 8/15, 11/15	NAIC			
67	June .PDF Filing	xxx	EO	xxx	6/1	NAIC			
<b>IV. AUDIT/INTERNAL CONTROL RELATED REPORTS</b>									
81	Accountants Letter of Qualifications		EO	N/A	6/1	Company			
82	Audited Financial Reports		EO		6/1	Company			
83	Audited Financial Reports Exemption Affidavit		N/A	N/A		Company			
84	Communication of Internal Control Related Matters Noted in Audit		EO	N/A	8/1	Company			
85	Independent CPA (change)		N/A	N/A		Company			
86	Management's Report of Internal Control Over Financial Reporting		N/A	N/A	8/1	Company			
87	Notification of Adverse Financial Condition		N/A	N/A		Company			
88	Relief from the five-year rotation requirement for lead audit partner		EO		3/1	Company			
89	Relief from the one-year cooling off period for independent CPA		EO		3/1	Company			
90	Relief from the Requirements for Audit Committees		EO		3/1	Company			
91	Request for Exemption to File Management's Report of Internal Control Over Financial Reporting		N/A	N/A		Company			
<b>V. STATE REQUIRED FILINGS***</b>									
101	Corporate Governance Annual Disclosure***		0		6/1	Company			
102	Filings Checklist (with Column 1 completed)		0		6/15	State			
103	Form B-Holding Company Registration Statement		0		4/15	Company			
104	Form F-Enterprise Risk Report ***		0		9/15	Company			
105	ORSA ****		0		9/1	Company			
106	State Filing Fees	Varies	0	Varies	Varies	State			
107	Signed Jurat	xxx	0		Varies	NAIC			
108	Group Capital Calculation ( <b>File with lead state only</b> )		0						
109	Annual Statement Filing Fee	\$200	0	\$200	3/1		A and C		

(1) Checklis t	(2) Line #	(3) REQUIRED FILING FOR THE ABOVE STATE	(4) NUMBER OF COPIES*		(5) DUE DATE	(6) FORM SOURCE* *	(7) APPLICABL E NOTES			
			Domestic							
			State	NAIC						
	110	Annual Continuation of Certificate of Authority	\$200 per line of authority	0	\$200 per line of authority	3/1	A and C			

\*If XXX appears in this column, this state does not require this filing, if hard copy is filed with the state of domicile and if the data is filed electronically with the NAIC. If N/A appears in this column, the filing is required with the domiciliary state. EO (electronic only filing).

\*\*If Form Source is NAIC, the form should be obtained from the appropriate vendor.

\*\*\*For those states that have adopted the NAIC Corporate Governance Annual Disclosure Model Act, an annual disclosure is required of all insurers or insurance groups by June 1. The Corporate Governance Annual Disclosure is a state filing only and should not be submitted by the company to the NAIC. Note however that this filing is intended to be submitted to the lead state if filed at the insurance group level. For more information on lead states, see the following NAIC URL: [http://www.naic.org/public\\_lead\\_state\\_report.htm](http://www.naic.org/public_lead_state_report.htm)

\*\*\*\*For those states that have adopted the NAIC updated Holding Company Model Act, a Form F Filing is required annually by holding company groups. Consistent with the Form B filing requirements, the Form F is a state filing only and should not be submitted by the company to the NAIC. Note however that this filing is intended to be submitted to the lead state. For more information on lead states, see the following NAIC URL: [http://www.naic.org/public\\_lead\\_state\\_report.htm](http://www.naic.org/public_lead_state_report.htm)

\*\*\*\*\*For those states that have adopted the NAIC Risk Management and Own Risk and Solvency Assessment Model Act, a summary report is required annually by insurers and insurance groups above a specified premium threshold. The ORSA Summary Report is a state filing only and should not be submitted by the company to the NAIC. Note however that this filing is intended to be submitted to the lead state if filed at the insurance group level. For more information on lead states, see the following NAIC URL: [http://www.naic.org/public\\_lead\\_state\\_report.htm](http://www.naic.org/public_lead_state_report.htm)

<b>NOTES AND INSTRUCTIONS (A-K APPLY TO ALL FILINGS)</b>		
	A	<p>Required Filings Contact Person:</p> <p>Annual Statement Filing Fee and Annual Continuation of Certificate of Authority Fee- Ursula Almada at (505) 827-4524 <a href="mailto:Company.Licensing@osi.nm.gov">Company.Licensing@osi.nm.gov</a></p> <p>Fraud Assessment Fee Contact Victoria Baca at <a href="mailto:Victoriaa.Baca@osi.nm.gov">Victoriaa.Baca@osi.nm.gov</a></p>
	B	<p><b>Overnight or second day Mail ONLY:</b> Office of the Superintendent of Insurance 1120 Paseo de Peralta, 4th Floor Santa Fe, NM 87501</p> <p><b>USPS Mail ONLY:</b> PO Box 1689 Santa Fe, NM 87504</p>
	C	<p>Mailing Address for Filing Fees:</p> <p><b>Effective immediately, the Office of the Superintendent of Insurance will no longer accept checks with any other names and will return them to the sender. Please be advised that the return check does not constitute payment of the amount due. Make all checks payable to the “OSI” or “Office of Superintendent of Insurance”.</b></p> <p>Annual Statement Filing Fee and Annual Continuation of Certificate of Authority Fee-</p> <p>Invoices will NOT be available on the OSI Website; they will be emailed from SBS in the first week of January 2026. Checks will only be accepted for the Annual Statement Filing Fee and the Continuation of Certificate of Authority Fee.</p> <p>Office of the Superintendent of Insurance Attn: Company Licensing Bureau 1120 Paseo de Peralta, N-421 Santa Fe, NM 87504</p> <p>Any questions, please direct them to Ursula Almada at (505)827-4524 or email at <a href="mailto:Company.Licensing@osi.nm.gov">Company.Licensing@osi.nm.gov</a></p>
	D	<p>Mailing Address for Premium Tax Payments:</p> <p><b>On January 1, 2020, the New Mexico Office of Superintendent of Insurance will no longer be responsible for the collection of Premium and Surtax (Surplus Line, and Workman’s Comp included) Taxes</b></p> <p>The collection responsibility will be transferred to the New Mexico Taxation and Revenue Department (TRD) on January 1, 2020. TRD can be contacted at:</p> <p><a href="http://www.tax.newmexico.gov/">http://www.tax.newmexico.gov/</a></p>
	E	<p>Delivery Instructions:</p> <p>All hard copy filings must bear a U.S. postmark or a courier service pick-up date no later than the indicated due date. New Mexico domestic company</p>

			electronic filing must be received by the contact person no later than the indicated due date. Electronic (PDF) versions of filings shall be sent by email. If the file is too large to send by email, upload it to your FTP site and email the contact person instructions to download it. Do not send Zip files. Our firewall will block them.
	F	Late Filings:	The Superintendent may, for good cause, grant a reasonable extension of time for filing the annual statement on or before March 1. Send all requests for filing extensions to the Financial Regulation Bureau contact before the due date of the item being filed.
	G	Original Signatures:	Follow NAIC instructions when providing signatures and notary/certification.
	H	Signature/Notarization/Certification:	Follow NAIC instructions when providing signatures and notary/certification.
	I	Amended Filings:	Amended items must be filed within 10 days of their amendment, along with an explanation of why the filing was amended. Signature requirements for amendments are the same as for the original filing.
	J	Exceptions from normal filings:	The Superintendent may, for good cause, grant a reasonable extension of time for filing the annual statement on or before March 1. Send all requests for filing extensions to the Financial Regulation and Examinations Division before the due date of the filed item at <a href="mailto:examinations.osi@osi.nm.gov">examinations.osi@osi.nm.gov</a>
	K	Bar Codes (State or NAIC):	New Mexico does not use Bar Codes, but NAIC does. Please refer to NAIC filing requirements.
	L	Signed Jurat:	A signed and witnessed Jurat page is required for domestic companies. It shall be submitted with each of the two hard copies and one electronic copy of the Annual and Quarterly Financial Statement Filing.
	M	NONE Filings:	Follow NAIC filing requirements.
	N	Filings new, discontinued, or modified materially since last year:	Annual Renewal Requirements:  Please visit the OSI Webpage/ Company Licensing Bureau page at <a href="http://www.osi.state.nm.us/pages/bureaus/company/resources/renewals">www.osi.state.nm.us/pages/bureaus/company/resources/renewals</a> .

		Company Licensing no longer requires the Certificate of Deposit, Certificate of Compliance, and Certificate of Valuation.
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**General Instructions  
For Companies to Use Checklist**

**Please Note:** This state's instructions for companies to file with the NAIC are included in this Checklist. The NAIC will not be sending their own checklist this year.

**Electronic filing is intended to be filing(s) submitted to the NAIC via the NAIC Internet Filing Site which eliminates the need for a company to submit diskettes or CD-ROM to the NAIC. Companies are not required to file hard copy filings with the NAIC.**

**Column (1)      Checklist**

Companies may use the checklist to submit to a state, if the state requests it. Companies should copy the checklist and place an "x" in this column when submitting information to the state.

**Column (2)      Line #**

Line # refers to a standard filing number used for easy reference. This line number may change from year to year.

**Column (3)      Required Filings**

Name of item or form to be filed.

The ***Annual Statement Electronic Filing*** includes the annual statement data and all supplements due March 1, per the *Annual Statement Instructions*. This includes all detail investment schedules and other supplements for which the *Annual Statement Instructions* exempt printed detail.

The ***March.PDF Filing*** is the .pdf file for the annual statement, detail for investment schedules and all supplements due March 1.

The ***Supplemental Electronic Filing*** includes all supplements due April 1, per the *Annual Statement Instructions*.

The ***Supplemental.PDF Filing*** is the .pdf file for all supplements due April 1.

The ***Quarterly Electronic Filing*** includes the quarterly statement data.

The ***Quarterly.PDF Filing*** is the .pdf for quarterly statement data.

The ***June.PDF Filing*** is the .pdf file for the Audited Financial Statements and Accountants Letter of Qualifications.

**Column (4)      Number of Copies**

Indicates the number of copies that each foreign or domestic company is required to file for each type of form. The Blanks (EX) Task Force modified the 1999 *Annual Statement Instructions* to waive paper filings of certain NAIC supplements and certain investment schedule detail, if such investment schedule data is available to the states via the NAIC database. The checklists reflect this action taken by the Blanks (EX) Task Force. XXX appears in the "Number of Copies" "Foreign" column for the appropriate schedules and exhibits. **Some states have chosen to waive printed quarterly and annual statements from their foreign insurers and to rely upon the NAIC database for these filings. This waiver could include supplemental annual statement filings. The XXX in this column might signify that the state has waived the paper filing of the annual statement and all supplements.**

**Column (5)      Due Date**

Indicates the date on which the company must file the form.

**Column (6)      Form Source**

This column contains one of three words: "NAIC," "State," or "Company." If this column contains "NAIC," the company must obtain the forms from the appropriate vendor. If this column contains "State," the state will provide the forms with the filing

instructions (generally, on its web site). If this column contains “Company,” the company, or its representative (e.g., its CPA firm), is expected to provide the form based upon the appropriate state instructions or the NAIC *Annual Statement Instructions*.

**Column (7)      Applicable Notes**

This column contains references to the Notes to the Instructions that apply to each item listed on the checklist. The company should carefully read these notes before submitting a filing.

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